

FOR CURRENT EMPLOYEES ONLY

Internal Application to change Classified Position

**** This form is to be used for current employees to register their interest when a classified vacancy is posted****

(Do not use this form for bidding on bus run – use the Bus Driver Bid form.)

TO: ADMINISTRATOR ON POSTING

FROM: _____ **PHONE:** _____
Employee's Name (print)

CURRENT POSITION _____ **HOURS** _____ **LOCATION** _____

SUBJECT: CLASSIFIED VACANCY

I wish to apply for the classified position posted on:

Date of Posting

Vacancy Posted

Employees's Signature

Date signed

OFFICE USE ONLY

Employee who held position: _____

Reason for vacancy: _____

Employee granted position: _____